



Approved For Release 2004/03/31 : CIA-RDP80M00165A002100050018-8  
EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

Executive Registry  
17-8814

August 17, 1977

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Government-sponsored attendance at conferences

As part of our efforts to increase efficient operations in the Federal Government, attention must be given to overhead costs that may be of questionable value. One area deserving attention is the cost of attendance by Federal employees at conventions, symposia, and conferences.

Participation by Federal employees in conferences that is not essential to the accomplishment of agency missions must be avoided, because attendance results in substantial cost to the Government. This includes conference fees; travel expenses; compensation for employees while attending conferences; and hidden costs, such as the loss of time that would have been spent by employees on accomplishing specific program assignments.

To reduce costs in this area, each agency should immediately review its criteria for authorizing attendance at such meetings. You should assure that the criteria are consistent with this Administration's policy of restricting Government-sponsored participation in conferences to the minimum necessary to accomplish agency missions.

More specifically, please apply the following guidelines to your agency's 1978 and future plans for employee participation in symposia and conferences.

-- Attendance should be limited to meetings where:

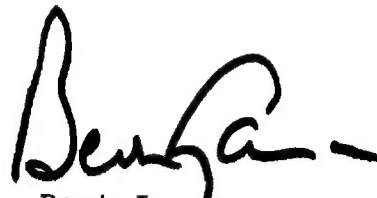
- ° there is a direct benefit to the achievement of an objective related to the agency's mission and
- ° fees are in line with actual costs.

*OMB*  
EXECUTIVE SECRETARY

- Speaking engagements should not be accepted for meetings where fees for Government employees are not in line with actual costs.
- Attendance should not be authorized when the primary benefit is to the individual employee rather than to the accomplishment of the agency's mission.
- Attendance should not be authorized in lieu of personnel benefits, incentives, or rewards for past or present performance.
- Where attendance is appropriate, efforts should be made to minimize associated travel expenses by designating as participants employees who are located at or near meeting sites.
- The number of participants from an agency should be limited to the minimum required to relate the information obtained from the meeting to the achievement of the agency's mission.

In addition, I urge that particular attention be given to meetings held overseas. Procedures should be designed to hold U.S. attendance at overseas meetings to the absolute minimum, by assuring a thorough screening of all requests in accordance with the guidelines outlined above.

The President expects that your 1979 budget requests will reflect these policies. Office of Management and Budget staff have been instructed to focus on this as they review your requests.



Bert Lance  
Director

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Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/DCI/IC		✓		
4	DDS&T				
5	DDI				
6	DDA		✓		
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt	✓			
13	D/Pers				
14	D/S				
15	DTR				
16	A/DCI/PA				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
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SUSPENSE		Date			

Remarks:

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